

## EMPLOYMENT CLERK

### NATURE OF WORK

This is responsible clerical personnel work in the maintenance of employment applications, requisitions and correspondence which utilizes specialized knowledge of broadly defined departmental policies and procedures.

Work involves responsibility for accepting applications for employment in person and via the US mail, verifying information for completeness and accuracy, answering employment related questions from employees and the public, administering typing and data entry tests, and assisting with other pre-employment testing functions, data entry and retrieval. Work is performed in accordance with established personnel policies and procedures. Employees in this class may also perform routine and specialized clerical work involving the use of a microcomputer, calculator and other common office machines. Supervision is received from an administrative superior through periodic review of records and reports while closer supervision may be exercised for special assignments.

### EXAMPLES OF WORK PERFORMED

Assists applicants and employees with applications, forms, supplemental questionnaires, and other related materials; reviews such materials for completeness and accuracy.

Interprets and explains Employment Office policies and procedures and the Lincoln Municipal Code as they relate to employment practices.

Administers typing and/or data entry tests; works with outside agencies to exchange and verify test information.

Assists the public and employees in person, over the telephone, via fax and/or e-mail correspondence on matters relating to employment policies, procedures and deadlines.

Participates in administering and grading employment screening tests such as for the uniformed service and emergency service positions.

Maintains and keeps up-to-date employment files with all employment application related materials.

Inputs data into an applicant tracking system in order to maintain and track application histories.

Researches information and answers questions from the general public and current employees regarding position vacancies and the application and/or promotional process.

Prepares routine reports on a variety of employment related issues involving data collection and analysis; prepares statistical reports for Affirmative Action, accreditation and recruitment studies.

Types form letters and special communications.

Enters on a weekly basis job postings, ads and supplemental questionnaires into a word processor and on the City/County internet site as well as related internet sites.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office methods, practices and equipment.

Knowledge of modern public personnel practices and procedures.

Knowledge of an on-line data entry computer system as it relates to personnel functions.

Ability to maintain personnel records and prepare reports from such records.

Ability to use independent judgment and discretion in making decisions in accordance with personnel codes, rules, regulations and established policies and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Skill in the operation of a microcomputer and other common office machines.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by courses in human resources or business practices with experience in personnel work, preferably for a governmental subdivision.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent including or supplemented by courses in business practices and some experience in general typing and clerical work; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Personnel Director

9/2002

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